

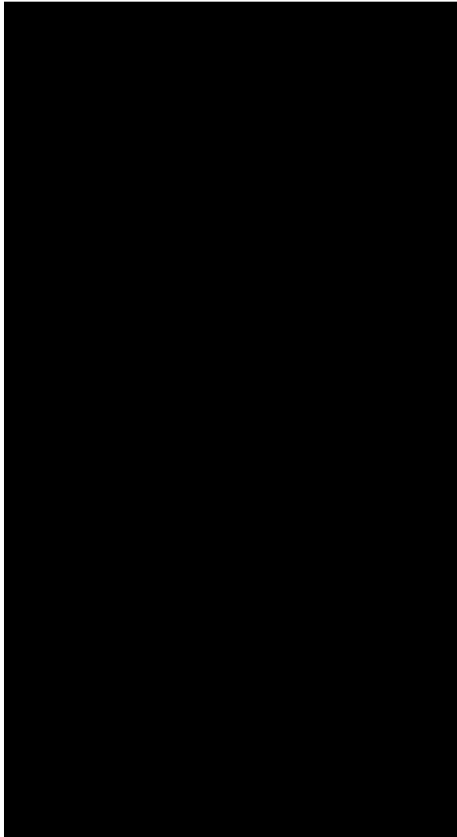
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19527

SUGGESTIONS

25X1A

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Employee Suggestion - [REDACTED] No. 256

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GPO Pay Schedule, Chief, Composition Section, Printing Branch, Printing & Reproduction Division, Office of General Services

B. Summary of the Suggestion:

25X1C

The suggestor proposes a plan whereby envelopes containing instructions and sketches relative to the use of [REDACTED] (printed in 2 languages) be eliminated which would effect savings in the cost of envelopes, press-time and clerical man-hours.

25X1C

C. Former Method:

9 x 11 pages of instructions were machine-folded, hand-collated, stuffed into 3 1/8 x 5 1/2 envelopes and then sealed. The hand operation of stuffing and sealing was naturally slower, time-consuming, and costly in materials and man-hours.

D. Present Method:

The suggestion was informally placed into effect in April, 1953 and the below listed estimated savings have been projected upon actual experience with the suggested method. The envelope itself is eliminated and instead of producing separate 9 x 11 sheets which precluded the possibility of using the fast 10 x 15 Multilith machine, the size of type and sketch is reduced and two pages are run as one on a 10 x 14 sheet thereby saving half the press time. On the back of the page, in a specified position, would be printed the wording which ordinarily was printed on the envelopes in such a manner so that when folded the sheet would become its own envelope with the wording in proper place. The folded sheet is stapled with two fine wire staples and so finished. There is no hand-collating, no envelope stuffing or sealing necessary.

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Employee Suggestion - [REDACTED] No. 215 25X1A

A. Information about the Suggestor:

25X1A [REDACTED] GS-9, Intelligence Officer, OCD

B. Summary of the Suggestion:

The suggestor proposes that an entry be included in the Industrial Register/OCD area analyst work book, "A Listing" which would give the coordinates of each city. An example of the suggested entry is the following:

<u>CITY</u>	<u>OBLAST NO.</u>	<u>COORDINATES</u>	<u>WAC NO.</u>
ULAN UDE	1111	51 50' N-107 37'E	201

By providing a code punch for the specific entry this would permit only those entries to be pulled by machine methods and an Industrial Register Gazetteer could be prepared with ease.

C. Estimated Savings:

The Executive/Office of Collection and Dissemination, estimates that savings per section per annum would be 875 hours if the system were adopted by all five intelligence sections of IR. The grade of staff members performing this activity is GS 7 & 9. Since the average salary is \$2.22 per hour, the estimated first years savings would be \$2.22 X 875 or \$1942.50. It is planned at this time to effect this suggestion in the 2 USSR Sections for immediate savings of 350 manhours. Intangible benefits appear to be realized by the users of the Gazette in 28 Agencies.

D. Evaluation:

The Executive/OCD has reported that this suggestion constitutes a practical and valuable contribution towards improvement of service within the Industrial Register for the following reasons:

a. Printing city coordinates in IR Industrial Listings would provide an accurate, convenient and up-to-date gazetteer for IR analysts in the USSR Sections engaged in filling special requests from other CIA Offices and outside agencies. At the present time, as many as four gazetteers must be consulted to obtain proper coordinates. Ready data on city coordinates will therefore speed all analytical work in these sections.

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b. The preparation of data could be done in the IR intelligence sections in conjunction with regular analytical duties. The time which would have to be devoted by each analyst to this additional work would be small, but it would be recovered later many times over, once the information is incorporated for future reference.

E. Note:

In view of the estimated savings of \$1942.50 as listed above, it is recommended that, in accordance with the "Scale of Awards for Tangible Savings, an award of \$75 be given. Further, in keeping with the intangible benefits realized by the users of the IR Gazette in the 28 agencies as indicated above additional award of \$25 is recommended under the "Scale of Awards for Intangible Benefits."

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Employee Suggestion - [REDACTED]

No. 316

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-14, Intelligence Officer

B. Summary of the Suggestion:

The suggestor proposed that CIA adopt a standard form for the transmission of suggestions.

C. Prior Method:

From the inception of the Agency Incentive Awards Program in 1948 to mid-March, 1953, suggestions were submitted by memorandum, letters, etc. with no uniformity in the presentation of suggestions.

D. Present Method:

In mid-March, 1953, a standard suggestion form was distributed for use throughout the Agency for the submission of suggestions.

E. Information for the Guidance of the Committee:

25X1A

In the main, the format of the present suggestion form was developed in 1949 but for unknown reasons was not adopted at that time. Some two years later, [REDACTED] submitted his proposal for the use of a suggestion form. In a memorandum to [REDACTED] dated 2 October 1951 from the Efficiency Awards Committee, [REDACTED] was given encouragement relative to his suggestion.

25X1A
25X1A

The above memorandum goes on to state: ". . .the Advisor for Management has been considering the feasibility of preparing a standard suggestion form for CIA. As a result of your proposal, however, the Committee directed the Advisor for Management to prepare several sample suggestion forms for the Committee's consideration at its next meeting. Consequently, it was necessary to defer action on your recommendation until further study is made."

"I will inform you as soon as the Committee takes action on your recommendation . . ."

25X1A

Although the suggestion form finally adopted was not the one proposed by [REDACTED], the fact that a standard suggestion form was adopted for use would appear to make the suggestor eligible for a token award. It is believed unfortunate that the memorandum of 2 October 1951, a part of which is quoted above, was prepared. However, since a commitment of sorts was made, the Committee may feel desire to approve a token award of \$25 in accordance with the suggested "Scale of Awards for Intangible Benefits."

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F. Evaluation:

Since the suggestion has already been adopted and estimated savings are indicated above, no further evaluation appears necessary.

G. Note:

Cash award based on tangible savings would be \$20, as indicated in the scale of awards found in Regulation [REDACTED]. Since this is a suggestion submitted by two employees, any award would be shared by the two suggestors. There is a question of eligibility for award to be considered by the Committee. The Chief, Service and Control Branch has stated that the development of the above procedure is not considered to be a responsibility of either of the suggestors. However, the Research and Planning Staff of the Personnel Office has recommended there be no monetary award but a letter of commendation given the suggestors.

25X1A

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Employee Suggestion - [REDACTED]

No. 133

25X1A

A. Information about the Suggestors:

25X1A

[REDACTED], GS-13, Placement Officer, Personnel Procurement Division, Personnel Office.

25X1A

[REDACTED], GS-11, Placement Officer, Personnel Procurement Division, Personnel Office.

B. Summary of the Suggestion:

The suggestion involves the development of a "Record of Contact Letter" which would result in savings of clerical time.

C. Prior Procedure:

Under the prior procedure it was necessary for the Applicant File Section, Personnel Procurement Division, to make up a file for each contact letter requested. In a great many instances recruiting officers had spent a considerable amount of time trying to contact applicants only to find that the applicant had moved or was no longer interested. For example: an estimated average of 1,000 contact letters are sent out by the Personnel Procurement Division each year. Of this amount 800 to 900 result in no reply, or a single reply from the individual contacted indicating a lack of interest in employment with the Agency. Applicant folders up to the present have been established for such cases.

D. Present Procedure:

Under the present procedure, in effect since January 1953, a card form "Record of Contact Letter" documents the contacts with applicants without the establishment of a costly individual folder.

E. Estimated Savings:

The Chief, S&CB has informed the committee that this suggestion has been adopted and indicates the below listed estimated savings:

Manhours:	166 hrs.	\$174.00
Floor Space:	4 sq. ft.	8.00
Materials & Equipment:	2 safes	120.00
Folders (including fasteners, and name tabs):	1,000	50.00
Total		\$352.30

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Employee Suggestion - [REDACTED] No. 165

25X1A

A. Information about the Suggestor:

[REDACTED] GS-9, Intelligence Officer, SI/Biology

B. Summary of the Suggestion:

The suggestor has proposed several ideas in reference to the replacement of frame racks and building of shelves in "Que" Building Cafeteria which will effect improvement in employee morale and safety.

C. Proposed Changes:

1. Replace the frame rack with two or three rows of wood boards bolted to the wall itself, each board with an appropriate number of large hooks, staggered so that each coat can hang relatively free.

2. Build a shelf for hats and other carried articles above this coat-hanging area. There is no apparent need for the shelf to be wider than 14 inches. What advantage may be lost in depth can be made up by extending this shelf along the wall above the present bulletin board.

3. By supplying adequate racks along the wall of the cafeteria, perhaps below the hat shelf, wet, cumbersome umbrellas can be tucked away and thus will not be the annoyance they have been in the past. Water running off of them can be collected in a simple pan beneath the rack.

D. Estimated Savings:

No monetary savings are estimated by the suggestor.

E. Evaluation:

The Chief, General Service Office states that "In our opinion the employee has presented a suggestion which can be adopted and prove beneficial to the flow of employee traffic in and out of the dining room . . . The recommendation as noted in the suggestion will be requested for completion as soon as possible."

F. Note:

It is recommended that an award to the suggestor be considered by the Committee with the amount to be determined in keeping with the Scale of Awards for Suggestions with Intangible Benefits.

Employee Suggestion [REDACTED]

No. 179

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-5, Info Control Clerk, OCD Library
Document Distribution

B. Summary of the Suggestion:

The suggestor proposes reducing the number of copies of CIA Notices, etc. providing one copy for each Branch within each Division of an Office, with each Branch being responsible for routing to its personnel. A reading file could be maintained in each Branch.

C. Estimated Savings:

No monetary savings are estimated by the suggestor. She states that "This should result in saving of time and money for printing more urgent intelligence matter."

D. Evaluation:

25X1A

[REDACTED], Regulations Control Staff, Office of DD/A has informed the Committee that the suggestion was submitted at a time when the entire system for the distribution of Agency issuances is undergoing a complete revision with the Regulation establishing the new system for distributing Agency regulatory issuances scheduled for release 17 Apr. 1953. The new system will accomplish, in effect, the results intended in the subject suggestion. [REDACTED] summarizes his comments with the statement that "...the subject suggestion has merit, and in the opinion of this staff should receive some recognition." He further states that "The mere fact that the subject suggestion had been anticipated in a completely revised distribution system should not detract from its validity inasmuch as it indicates that some thought has been given to the subject independently."

25X1A

E. Note:

The Committee may wish to consider the approval of a token award to the suggestor. Further, a commendatory letter from the Committee to the suggestor appears warranted.

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Employee Suggestion - [REDACTED]

No. 211

25X1A

A. Information about the Suggestor:

[REDACTED], GS-13, Intelligence Officer, O/SI
Intelligence Production Staff

B. Summary of the Suggestion:

The suggestor proposes that a card form for providing information for Indexing purposes be used by all collecting personnel of the Office of Operations.

C. Estimated Savings:

No monetary savings are estimated by the suggestor.

D. Evaluation:

The Chief, Contact Division/00 states that "... the suggested card form largely duplicates CIA forms now in existence, 57-24 and 57-25." Further comments by him are:

"Use of forms 57-24 and 57-25 by OO/C field personnel, at first mandatory, was designed to provide Index originally with a file of the best "potential" sources of foreign information. By September, 1949, sufficient experience had been accumulated to produce a shift of emphasis in Index from recommending "potential" sources to recommending "proven" sources, i.e. sources which had provided specific information in OO-B reports. The mandatory use of the forms was dropped and field personnel were given the option of submitting new contact information either on the forms or in memoranda.

In view of the existence of forms 57-24 and 57-25, we do not recommend the adoption of the suggested form. We recommend that the Efficiency Awards Committee commend the author of the suggestion for calling to our attention once more the fact, obvious but frequently overlooked, that the source files of Index, in producing names as potential sources, are only as effective as the information which is put into them; and that field personnel may have been lax to a certain extent in forwarding this information (to which the author of the suggestion admits personally). We will call this matter once more to the attention of our field office."

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E. Note:

Although the suggested card form has not been adopted, the suggestion should be considered for an award if it results in the discovery that an instruction has not been followed and corrective action is being taken (as indicated in the 2nd paragraph of E. above). In such instances the suggestion is meritorious within the meaning of the Regulations, since it has brought about an improvement in operations or service. A token award and commendatory letter is recommended.

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Employee Suggestion - [REDACTED] No. 218

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-11, Mechanical Engineer, TSS

B. Summary of the Suggestion:

The suggester proposes that the location of certain clothing hooks in rest rooms of Quarters "Eye" and anywhere else the condition exists be relocated to provide for employee safety.

C. Present Location:

At present clothing hooks are fastened to the top of the door, however, because of the location in such close quarters it is a safety hazard in that an employee may be subjected to head or eye injuries in striking his head upon the hooks.

D. Location:

The suggestor recommends that clothing hooks be placed on the right side of booths thus preventing accidents or injuries to the head or eyes.

E. Estimated Savings:

No monetary savings can be estimated as any benefits such as avoidance of compensation cases or loss of employee services due to sick leave are intangible in nature.

F. Evaluation:

The Chief, General Services Office recognizes the validity of the suggestion and has reported that arrangements are being made to relocate these clothing hooks at the earliest possible time.

G. Note:

The Committee may desire to consider a token award for this safety suggestion which is provided for in the Guide to Scale of Awards For Suggestions Providing Intangible Benefits.

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Employee Suggestion - [REDACTED] No. 118

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-9, Intelligence Officer, DD/P-[REDACTED]

25X1A

B. Summary of the Suggestion:

A revised Disbursement Voucher for Class B [REDACTED] Accounting.

25X1A

C. Proposed Method:

A check-list of certifications in lieu of receipts being incorporated into a proposed form which would save time in preparation and insure inclusion of all the details required by Audit Branch.

D. Evaluation:

The Comptroller states that the proposed Voucher Form is identical, with the exception of minor details, to a form included in the recently completed Field Finance Manual. The form is not considered to be of such a nature as to warrant substitution of the proposed Voucher for the one already prescribed by the Manual.

E. Note:

Rejection of this suggestion appears to be indicated for the reason stated above. A commendatory letter seems warranted in view of the constructive thinking and the initiative shown by the suggestor.



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Employee Suggestion - [REDACTED]

No. 128

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-7, Librarian (Tech), Engineering
Division, Office of Communications

B. Summary of the Suggestion:

The use of Punched Tape for Air-Pouch Messages.

C. Proposed Method:

Preparing Air-Pouch Messages on "Flexowriters", or similar machines and mailing the perforated tapes to the addressees. At the destination, a message blank, with copies and carbons, would be placed in the carriage of the machine, the tape inserted, and a duplicate of the original message produced.

D. Evaluation:

The Cable Secretary prepared the following evaluation:

(1) During May, June, & July of 1952, the Office of Communications exchanged experimental Pouchgrams with an overseas installation. The results of those experiments were not wholly encouraging.

(2) The principal deterrent to implementation of the suggested Pouchgram service has been the determination of the precise mechanics of operation of the system.

(3) The reasons for tentatively rejecting "Flexowriter" were:

- a. Equipment investment would be large.
- b. Repair and maintenance would be a problem at field installations.
- c. Virtually the same results could be obtained by using teletype equipment which is already in operation at most stations that might be involved.

The Office of Communications concurs in the above evaluation.

E. Note:

Rejection of this suggestion appears to be indicated by the foregoing comments. A commendatory letter seems warranted in view of the constructive thinking and the initiative shown by the suggestor.

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Employee Suggestion [REDACTED]

No. 131

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-12, Intelligence Officer, NED/OSI

B. Summary of the Suggestion:

A central index file for CIA Summary Intelligence Production is proposed by the suggestor.

C. Proposed Method:

CIA Summary Intelligence Reports, estimates, surveys and research aids should be established in a central index file. The files could be effected by the following:

- a. Subdivide the files in the appropriate security classification of the listed reports (i.e. Restricted Data-Top Secret, Top Secret, Secret, etc.).
- b. Within each of the classified files, arrange the index of reports according to the subject-title and crossindex according to area-title.
- c. List on each index card the pertinent information regarding the summary report concerned, for example:
 - (1) Security Classification
 - (2) Subject
 - (3) Short abstract of topics included in report and etc.

D. Evaluations:

The Assistant Director for Collection and Dissemination prepared the following evaluation:

- a. An Intellofax system exists under which IAC Intelligence Reports, 1947 to date(including all CIA produced reports) receive exhaustive subject and area indexing.
- b. The proposal to subdivide files by security classification is impracticable from the Reference point of view. Pertinent reports on the given subject would be arbitrarily dispersed to five or more locations and facility of access would be seriously reduced.
- c. The CIA Library Intellofax system can, with minor exceptions, provide listings arranged by the control categories suggested in the proposal.

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- d. The CIA Library knows of no comprehensive guide showing office responsibility by intelligence subject category. The value of the product probably would not warrant the expense involved in its maintenance. . . The AD/OCD believes that the essential features of the proposal are already in existence.

E. Note:

Rejection of this suggestion appears to be indicated by the foregoing comments. A commendatory letter seems warranted in view of the constructive thinking and the initiative shown by the suggestor.

above appraisal

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Employee Suggestion - [REDACTED]

No. 137

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] CPC-3, Messenger, General Services

B. Summary of the Suggestion:

Having messengers assigned to individual offices, collecting all Top Secret packages and depositing such packages in a central location within building where they will be collected by a Top Secret Courier for interbuilding transmission.

C. Proposed Method:

Messengers would be specially cleared so that they could handle Top Secret mail in their buildings. In doing so the messengers would expedite special and Top Secret documents. The messengers would pick up the above documents from offices in the building assigned to and have Top Secret mail ready in their safes to deliver to incoming couriers. The suggestor indicates that manhours would be saved and would eliminate the need for extra messengers.

D. Estimated Savings:

The suggestor makes no estimate of monetary savings, although he states that a material savings can be realized as fewer couriers will be required and that couriers could be utilized for other work when not occupied in transmitting Top Secret Documents.

E. Evaluation:

The CIA Top Secret Control Office indicates that the adoption of the above suggestion would impede the rapid transfer of TS material and would be in conflict with the present security policy of CIA. The intermingling of TS material with material of lower classification would necessarily result in slowing down the transfer of TS material. The Agency presently transmits TS material by means of TS network.

F. Note:

The rejection of this suggestion appears indicated for the reasons stated above in the evaluation of the CIA Top Secret Control Office. A commendatory letter to the employee from the Committee for his interest in improving Agency operations is recommended.

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Employee Suggestion - [REDACTED] No. 138

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-7, Intelligence Assistant, FE

B. Summary of the Suggestion:

The suggestor proposes that there be devised a standardized system of organizing operational material in each of the two sections, [REDACTED] DD/P at desk level.

25X1A

C. Proposed Method:

The suggestor proposes that each section have in safe files under: Item A: Project and related HQS correspondence up to the approval of the project. Item B: HQS correspondence relative to the project or operation after its approval. Item C: All incoming and outgoing dispatches relative to the project. Item D: All incoming and outgoing cables relative to the project or operation. Further, the sections shall maintain operations cards (8X5) on which a chronological history of all memos, dispatches and cables are carded.

D. Estimated Savings:

The suggestor makes no estimate of monetary savings.

E. Evaluation:

The Chief, Records Integration/DD/P does not recommend the adoption of the suggestion for the reasons he states below:

"... project files should be divided chronologically rather than by document category The maintenance of 5 X 8 summary cards is not recommended because their preparation would add to the work load of the Offices, and always presents a risk of inaccurate information becoming the basis of operational action. In addition, these cards could not serve as a permanent microfilmed record of the desks' projects and operations. . . . Personality files should be maintained wherever possible instead of card files. . . . pseudonyms, true names, and other information of like nature are not to be held together in the same file. (Reference CIA Regulation [REDACTED] paragraph F(2)). . . . There is a tendency in all offices and Divisions to expend man-hours on the maintenance of card indices and other voluntary administrative acts that have only a limited value." The Chief, RI also seriously questions the employees statement

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that "One section Chief and an Assistant can easily monitor all material coming across their desks and keep the cards and files up to date and still have time to study the operations." . . . "It is felt that the employee has not given proper weight consideration to the operational and primary purpose of the files concerned, and is placing too much emphasis upon the maintenance of a superfluous index."

F. Note:

Rejection of this suggestion appears indicated for the reasons stated above. A commendatory letter expressing appreciation of the Committee for the suggestors interest is recommended.

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Employee Suggestion - [REDACTED]

No. 143

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-9, Intelligence Officer, DDP/EE

B. Summary of the Suggestion:

The suggestor proposes a strictly enforced ruling that regular files in DD/P be charged out only on a 24 hour basis and hand-carried to and from Registry. Additionally proposed is the creation of a searching group in Registry which would have as its function the running down of missing files and assembling them in Registry so that case officers would have access to all the desired files at once. The provision of more adequate space in Registry for those wishing to examine documents there would reduce the need of charging out so many files. The suggestor believes that case officers waste a great deal of time trying to get documents from the files. Frequently, documents requested from Registry had been charged out to various desks throughout I, J, K, & L Bldgs. The case officer has to run down the files from office to office, usually at a considerable loss of time.

C. Estimated Savings:

The suggestor makes no estimate of monetary savings although she believes that the work of the Agency would be expedited and that many hundreds of manhours would be saved if the suggestion was adopted.

D. Evaluation:

The Office of the Chief of Administration, DD/P states that "Both the observations made in this suggestion are extremely valid, however, there are strong reasons why the suggestion cannot be fully implemented. With respect to suggestion a), a 24 hour charge-out time would be unrealistic bearing in mind the physical dispersion in DD/P units of organization. Additionally, bearing in mind the present clerical shortage, it would be an undue imposition on the units of organization to require that all RI files be hand-carried. Suggestion b) cannot be fully implemented because of T/O limitations in creating a searching group, and because of lack of an adequate space allotment to DD/P whereby reading room area could be made available to the various case officers."

E. Note:

Rejection of this suggestion appears indicated in view of the evaluation above. A commendatory letter appears warranted for the constructive thinking and initiative shown by the suggestor.

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Employee Suggestion - [REDACTED] No. 150

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-12, Intelligence Officer, ORR-D/I-PE

B. Summary of the Suggestion:

The suggestor proposes that a means be provided for attaching a copy of translations to documents in order that the next user may be enabled to take advantage of the previous user's translation efforts. The proposal would be restricted to those cases where a detailed, careful translation is performed.

C. Proposed Method:

The translator could have prepared an extra copy of the translation to attach to the document with no identification of himself or the organization, thus maintaining the anonymity of the Agency. The translator could file a copy of the translation in his branch or similar unit files and note on the original document that such translation is available and where. The suggestor also proposes that a central file for translations could be established in this Agency, wherein translations could be filed by document number. The copy in file, prepared by the translator, could carry his name and office designation to permit subsequent users to discuss the translations with him, but the revelation of his identity would be subject to the control of the central filing office.

D. Evaluation:

The Office of Assistant Director for Research and Reports states that . . . "the time required by the translator to have his translation in such form that it can be passed on with the document for information of all future readers would consume more time than the skilled linguist would use in preparing an official translation. We believe, also, that translation inaccuracies would be a serious problem. We would not want to encourage future users of the document to depend on an attached translation unless that translation contained some certification that it was the work of an experienced and competent translator . . . As a third disadvantage -- and on this point our view is of this office only -- we would prefer that our analysts advance toward a state of knowledge which would eliminate the necessity of translation for their own use. To set up a requirement that such an analyst prepare a formal translation would be an unjustified burden on his time."

E. Note:

Rejection of this suggestion appears indicated for the reasons stated above. A commendatory letter to express the Committee's appreciation for the interest and initiative shown by the suggestor appears warranted.

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Employee Suggestion - [REDACTED] . 156

25X1A

A. Information about the Suggestor:

[REDACTED] GS-5, Top Secret Courier, DDP/RI/DP

B. Summary of the Suggestion:

The suggestor proposes the establishment of one central mail room for buildings I, J, K, & L.

C. Proposed Benefits:

The suggestor believes that the proposal would save considerable effort in the extra handling of mail and should expedite the dispatch of bulk material that would otherwise be referred to the Q Building mail room for rerouting back to Bldgs. I to L.

D. Evaluation:

The Chief, General Services Office has reported that a system to eliminate this unnecessary handling of mail was instituted on 29 January 1953. All internal mail for these buildings, other than that addressed to offices in the DDP Complex, is now handled thru a central mail room located at 1005 I Building. Present regulations require that for control purposes, all DDP mail in these buildings be delivered to and picked up from the RI Registry.

E. Note:

Since the proposal contained in this suggestion has already been adopted and put into effect prior to the receipt of the suggestion it would appear that no award is in order. A commendatory letter to express appreciation from the Committee to the suggestor for his interest and initiative appears to be indicated.

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Employee Suggestion - [REDACTED] No. 158

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-9, Electrical Engineer, Commo. Specialist

B. Summary of the Suggestion:

The suggestor proposes that in order to eliminate unnecessary typing, rubber stamps be made which would contain Communications Terminology. Samples of some of the proposed types of rubber stamps are:

HIGHEST PROBABLE FREQUENCIES (HPF)

Communication may be expected less than:

(1) 90% but greater than 10% of the days when operating between the FOT and HPF

Circuit Data:

1. Xmtr Output Power

C. Estimated Savings:

The suggestor states that more than 10 working hours are saved each month. He believes through the use of rubber stamps, from sixteen to twenty hours or from \$15 to \$50 would be saved each month depending on the number of projects if additional stamps were used.

D. Evaluation:

The Chief, Communications Operations Division, Office of Communications, believes that the above suggestion does not represent a departure from already established office routine. He further states that the proposed rubber stamps were developed as a part of the regular office procedure having been previously adopted from Armed Forces procedures. In a telephone conference with the Committee Secty, the evaluator indicated that the infrequent use of the proposed stamps would not justify the expense of being made.

E. Note:

Rejection of this suggestion appears indicated for the reasons stated above.

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Employee Suggestion - [REDACTED]

No. 169

25X1A

A. Information about the suggestor:

25X1A

[REDACTED], GS-4, Clerk Typist, DEP/Staff C

B. Summary of the Suggestion:

The suggestor proposes that orientation be given to new employees in the [REDACTED] FI,DD/P, which will include the employee being advised of and given a training period in the activity of the Branch to which he is being assigned. After such a preview, the employee will then make a decision whether he will accept the assignment or not.

25X1A

C. Evaluation:

The Chief, [REDACTED] states that "... the Branch already has an internal training program for the orientation of new employees in the functions of RI, and presents, through briefings, a picture of how and where RI fits into the Agency organizationally and functionally. However, the subject suggestion is concerned with an employee's being advised of and given a trial period in the activity to which he is to be assigned. After such a preview, the employee would then make a decision whether he would accept the assignment. This is considered to be impracticable." The Office of Training currently provides orientation briefings to which clerical employees of this and other offices are sent for information as to the functions, etc. of the Agency.

D. Note:

It appears that the above suggestion is already being carried out insofar as orientation and training of new employees is concerned. A letter of appreciation to the suggestor for her interest and initiative is recommended.

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Employee Suggestion - [REDACTED] No. 172

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-12, Intelligence Officer, OCD Liason CIA

B. Summary of the Suggestion:

The suggestor proposes that the Personnel Office contact the Civil Service Commission, in addition to other Agencies which may be effecting a reduction in force, in order to obtain referrals for prospective employment with the Agency.

C. Evaluation:

The Chief, Personnel Procurement Division has reported that the clerical recruitment Branch has already been in constant communication with the above Agency with recruitment being conducted on a constant basis for clerical personnel from these Agencies. The Branch has already reviewed the files of the entire complement of those leaving the National Production Authority. In addition, available economists (as mentioned in the suggestion) in other agencies where RIF's are being conducted have already been screened and interviewed where appropriate.

D. Note:

Rejection of this suggestion appears indicated since the proposal has already been carried out prior to the receipt of the suggestion. A commendatory letter is recommended expressing the Committee's appreciation to the suggestor for his interest and initiative.

25X1A

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Employee Suggestion - [REDACTED] No. 174

25X1A

A. Information about the Suggestor:

[REDACTED], GS-9, Operations Officer, Projects
& Planning

B. Summary of the Suggestion:

The suggestor proposes that wooden wedges be made for the purpose of propping open swinging-type emergency fire doors and outside emergency exit doors of CIA buildings in order that personnel can move unobstructed in and out of the buildings, during the execution of air raid and fire evacuation programs.

C. Evaluation:

The Chief, Security Control Staff, Security Office states that, ". . . Wedges holding outside doors open could themselves form a tripping hazard. Further, if wedges are used for these doors and not removed after an air raid drill, they would allow, in case of a fire, both fire and smoke to spread throughout the wing." The above conclusions were reached after a consultation with other officials within the Office of Security and in view of the above conclusions the Security Office is of the opinion that the use of wedges on emergency exits or fire doors should not be allowed.

D. Note:

Rejection of this suggestion appears indicated for the reasons stated above. A commendatory letter expressing the Committee's appreciation is recommended.

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Security Information

Employee Suggestion - [REDACTED] No. 177

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED] GS-4, Clerk Typist, OCD/Graphics Register

B. Summary of the Suggestion:

The suggestor proposes that a manual, similar to the Correspondence Manual, be developed for all personnel who edit and compose Agency correspondence in order to provide for uniformity in correspondence throughout the Agency.

C. Estimated Savings:

The suggestor makes no estimate of monetary savings although she believes that there would be considerable manhour savings of typists, stenographers and secretaries in avoiding the retyping of correspondence.

D. Evaluation:

The Office of Training states that "The Correspondence Manual, released in April 1952 was designed to make all correspondence procedures uniform throughout the Agency and is available to all Agency personnel." OTR further states that ". . . Stenographers and typists should be the logical persons to assume responsibility for correct correspondence procedures, . . . every effort is being made by the instructors in the Clerical Orientation Section and in the Clerical Refresher Section to teach the Correspondence Manual to all Clerical people so that the manual will be more widely used and uniformity of correspondence will be obtained.

E. Note:

It appears from the foregoing evaluation that the method for carrying out the suggestion is available, however, the implementation is another matter. A commendatory letter expressing the Committee's appreciation to the suggestor is recommended.

[REDACTED]

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Employee Suggestion - [REDACTED] No. 159

25X1A

A. Information about the Suggestor:

25X1A [REDACTED] GS-7, Mail & File Supervisor, Commo Registry

B. Summary of the Suggestion:

The suggestor proposes that the Agency issue identification cards to employees to be used for the obtaining of credit, etc.

C. Evaluation:

The Chief, Security Control Staff, Office of Security states that "... it is the opinion of this Office that the security hazards inherent in the issuance of identification cards for this purpose would outweigh considerably the benefits the Agency would receive as the result of such a policy. Some of the more obvious security factors are those which would result from the loss or theft of such cards, which would identify the holder as an employee of CIA.

The Agency policy with respect to obtaining verification of employment for credit purposes is set forth on page 42 of the employees' handbook entitled, "Your Job in the Central Intelligence Agency", which this office understands is distributed to all employees."

D. Note:

Rejection of this suggestion appears indicate for the reasons stated above. A letter of appreciation from the Committee seems to be warranted.

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Employee Suggestion - [REDACTED] No. 145

25X1A

A. Information about the Suggestor:

25X1A

[REDACTED], GS-11, Supply Officer, [REDACTED] DD/P

25X1A

B. Summary of the Suggestion:

The suggestor proposes the installation of parking facilities in the entire area southeast of Quarters I Bldg. He believes that this would provide an opportunity for most employees to drive to work, decreasing tardiness, and providing for better employee morale.

C. Evaluation:

The Chief, General Services Office states that the above suggestion of converting the area southeast of Qtrs. I is not a new one and has arisen several times during the past 3 years. Careful investigation has indicated a number of decisions and regulations which interpose objections to the possibility of converting the area into a parking lot.

He further states that . . . "The General Counsel has on numerous occasions rendered opinions to the effect that this Agency has no authority to expend sums of money for leasing land and/or improving government-owned land as parking facilities for government employees. The matter of acquiring additional park land has been investigated over the past 3 years. The Department of Interior and National Capital Parks have declined to allow any further encroachment on park property for such facilities."

D. Note:

Rejection of this suggestion appears to be indicated for the reasons stated above. A letter of appreciation from the Committee appears warranted.

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